

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3771

TITLE: FACILITY ATTENDANT I

GRADE: S-12

DEFINITION:

Under general supervision, operates a public service facility (such as a snack bar, visitor's center or other concession); or provides building and maintenance support to a special purpose facility; or provides program and maintenance support to a community center operated activity; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Facility Attendant I class is distinguished from the higher level Facility Attendant II in that its incumbents receive more direct supervision and are responsible for tasks more limited in scope. The Facility Attendant II class is generally responsible for multiple facilities or for a major facility.

ILLUSTRATIVE DUTIES:

Supervises or assists in the supervision of temporary, part-time and/or volunteer staff;
Inspects the facility, equipment and adjacent areas, insuring they are in proper condition for public use;
Prepares daily work reports;
Supervises the collection of daily receipts and safeguards those receipts until turned in to the designated person;
Maintains attendance and leave records for those individuals for whom responsible;
Manages restocking of supplies and control of "droppage" list;
Participates in the design and implementation of recreation programs and activities such as arts/crafts, hobbies, and sports/games;
Leads groups of all ages participating in programs such as arts/crafts, sports, or dance;
Drafts written material for distribution, publicizing events at the facility;
Drafts letters of appreciation for volunteers;
Maintains the facility's bulletin boards;
Conducts clinics and develops programs focused on the interests of participants and on leisure education;
Develops and maintains lists of area merchants and organizations who may sponsor community center activities;
Assumes supervision of the facility when other supervisory authorities are absent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with the public and staff;
Ability to communicate orally and in writing;
Knowledge of the supplies, materials and equipment necessary to operate a public facility;
Ability to make accurate mathematical computations;
Ability to operate a cash register;

Ability to interact with persons of varying ages and backgrounds.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS
One year of experience working with the general public.

CERTIFICATES AND LICENSES REQUIRED:

In certain positions CDL, CPR and first aid certifications will be required.

REVISED:

April 5, 1995